



DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
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WASHINGTON DC 20398-5540

REFER TO:

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From: Military Sealift Command, Contracts and Business Management Directorate  
To: All Military Sealift Command Contractors

Subj: CENTRAL CONTRACTOR REGISTRY (CCR)

The Central Contractor Registry (CCR), a centralized database to store vendor information, has been established as a result of the Debt Collection Improvement Act of 1996, which requires the Federal Government to obtain the Taxpayer Identification Number (TIN) of each contractor doing business with the Federal Government and to pay every contractor using electronic funds transfer (EFT). The Defense Department has chosen to use the CCR to enhance DoD's ability to comply with the requirements of this newly enacted law and to streamline the acquisition process. The goal of the CCR is to provide a "single face" for registering to do business with the Government and the CCR will be used to verify payment data for electronic payments.

Advantages to the Contractor of using the CCR include expedited payments after EFT is fully implemented, increase in potential sales by publishing your company's information in a central location, reduction in duplicate data entry, and the ability to obtain a Commercial and Government Entity (CAGE) Code through the CCR process.

There is no charge for with registering with the CCR. The CCR registration can be accomplished by accessing <http://ccr.edi.disa.mil/> on the WWW, through electronic data interchange using a 838 Trading Partner Profile, or by faxing or mailing a paper registration form. The registration process takes approximately two days following submission of information via the WWW. For questions regarding CCR registration, please contact the CCR Registration Assistance Centers at 1-888-227-2423.

A DUNS Number is required for all registrants. If a company does not currently have a DUNS Number, it can be obtained by calling Dun & Bradstreet (D&B) at 1-800-333-0505. Obtaining a DUNS Number is free of charge and takes approximately ten minutes. A request for a DUNS Number can also be obtained at D&B's web site, <http://www.dnb.com/aboutdb/dunsform.htm>.

To register for the CCR, you will need to complete the General Information, Type of Business Information, Goods and Services Information, and Financial Information sections.

After the registration has been processed, each vendor will receive a Trading Partner Identification Number (TPIN). The TPIN will serve as proof that a vendor is registered with CCR and some agencies may require the submission of a TPIN with proposals.

Registration for this system became mandatory in 1998. DoD has stated that vendors who have not registered with CCR by March 31, 1998 will not be awarded any new contracts and may not be paid for existing contracts.

The data entered by the vendor will be available to contracting, budgeting, finance, logistics and other Government personnel. Contracting personnel will be required to validate vendor's registration prior to making an award and will use the CCR as a source of potential bidders for procurements. Access to the information in the CCR will be restricted and personnel requiring access to the system will be provided user IDs and passwords.

The MSC point of contact for the CCR is Kim Neison. Should you have any questions regarding this matter, please contact Ms. Neison at 202-685-5938.

A handwritten signature in black ink, appearing to read 'H.E. Palm, Jr.', is positioned above the printed name.

H.E. Palm, Jr.

Director, Contracts and Business Management